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ABSTRACT

A project was initiated to develop a cooperative relationship between local adult education programs and public libraries. It was hoped that this relationship would result in greater use of library services by undereducated adults. In return, it was anticipated that libraries would refer undereducated adults to adult education programs. While all 66 parishes in Louisiana were involved at least minimally and asked to carry out basic activities, four pilot systems were encouraged to develop strategies and activities beyond those suggested statewide. Public/parish libraries were provided with bibliographies of adult education materials by the State Library. Publicity, public service announcements, and other media instruments were developed and distributed to publicize the joint effort. Information on adult learning and adult learner characteristics was issued to librarians through direct correspondence and the State Library newsletter. A questionnaire was mailed to adult education supervisors to determine the degree of participation existing between adult education programs and libraries at the initiation of the project. (Other contents of this report include reports from pilot parishes, correspondence, and a five-page bibliography of high-interest, low reading level books.) (YLB)

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ED245074

"LIBRARIES: A DISCOVERY FOR ADULT LEARNERS"

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FINAL REPORT

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Bureau of Adult and Community Education
Louisiana Department of Education
J. Kelly Nix
State Superintendent

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INTRODUCTION

In response to the trend of adapting public libraries to the needs of a particular locale so that they serve the whole spectrum of citizens in a community, the Bureau of Adult and Community Education initiated in 1982 a project entitled "Libraries: A Discovery for Adult Learners." In addition, public libraries have joined the national thrust to eradicate illiteracy in our nation. In order to follow the lead of the American Library Association, which is a member of the Coalition for Literacy, and focus attention on illiteracy in America, this project was conceived.

PURPOSES

The primary purpose of "Libraries: A Discovery for Adult Learners" was to develop a cooperative relationship between local adult education programs and public libraries. It was hoped that this relationship would result in a greater use by undereducated adults of the services libraries have to offer. In return, it was anticipated that libraries would refer undereducated adults to adult education programs.

The project addressed three of the five objectives of the Louisiana State Plan for Adult Education 1982-85. (Pages 60-62, numbers 1, 2, and 5.) The Bureau visualized this project as different from the regular state administration grant program because it attempted to explore a whole new area of support for adult education.

The objectives of the project were:

1. By the end of the project year, 100 percent of the public librarians in the State of Louisiana will have been informed of the goals of the adult education program and the characteristics of the undereducated adult.

2. By the end of the project year, 50 percent of the parish libraries in the State of Louisiana will have designated library materials appropriate for adult students from beginning levels through GED, including high interest, low level reading material, as evidenced by a materials list.

3. By the end of the project year, the general public will be aware of the many resources that libraries have available to undereducated adults, as evidenced by an increase in the number of undereducated adults using the library facilities.

PROCEDURES

Specific procedures were outlined to guarantee the completion of the project objectives. Contact was established with the State Librarian and the Louisiana Library Association to inform them of the intent of the project. Advice was given by phone and personally by representatives of the American Library Association in the development of project activities. A written cooperative agreement between the State Department of Education and the State Library relative to the objectives of the project was drawn up and signed by the proper authorities.

The next step was to inform local supervisors of adult and community education of the purposes of the project. In addition, strategies and a plan of operation for adult educators and parish librarians was developed.

It was decided that while all sixty-six systems would be involved at least minimally and asked to carry out some basic activities, four

parishes would be asked to participate as models of the project. Those parishes so designated were DeSoto, Beauregard, Lafayette, and Bossier. The pilot systems were encouraged to develop strategies and activities beyond those suggested statewide.

Public/parish librarians were provided with bibliographies of adult education materials by the State Library. The State Library also bought additional materials on the recommendation of the Bureau. Publicity, public service announcements and other media instruments were developed and distributed to publicize the joint effort. Newsletters of each agency were used to record the progress of the project. A special poster was designed and distributed to all libraries and adult education classes to promote the project.

An orientation session for librarians on the topic of adult learning and characteristics of the adult learner was planned. Due to unexpected circumstances, the session could not be held. This activity was carried out by issuing information to librarians through direct correspondence and through the State Library newsletter.

The project director had also planned to construct a questionnaire to be administered at the fall adult education supervisors' conference to determine the degree of participation existing between adult education programs and libraries at the initiation of the project. Input from adult education supervisors in developing possible strategies relative to the project was also planned. A modification of plans occurred when the fall conference could not be held. As a result, a questionnaire was sent to each supervisor to meet this objective.

Originally the project director was to visit all four of the pilot parishes. Unfortunately only two were visited. The project director did

maintain frequent contact with those sites by phone, however. The project director was able to explain the intent of the project and provide a brief orientation session to librarians at their annual State meeting in New Orleans, March 25, 1983.

The project operated for twelve months. Long range objectives established in connection with the project will be carried out, hopefully, in the second phase of the project.

CONCLUSIONS

Fifty-four of the 66 systems responded to the survey mentioned earlier. Results of the survey follow.

LIBRARIES: A DISCOVERY FOR ADULT LEARNERS

Parish STATE TOTALS

Supervisor _____

	I completed the following activities: Before Oct. 1, 1982	I completed the following activities: Since Oct. 1, 1982	I will complete the following by: Sept. 30, 1983	I cannot complete this activity. Indicate the reason. *	Total
1. Contact(ed) the city/parish librarian to discuss the services available by the library to adult education classes and vice versa.	13	25	10	6	54
2. Establish(ed) a reciprocal referral system with the libraries in my parish.	6	28	13	7	54
3. Place(d) my name and those of adult education teachers on the mailing list of the parish library so that we may receive announcements of library activities.	3	26	18	7	54
4. Left (Will leave) at public libraries posters, brochures, flyers, etc. which provide a schedule of adult education classes in my system.	9	22	19	4	54
5. Encourage(d) adult education teachers to take students on a tour of the library.	5	22	17	10	54
6. Encourage(d) teachers to establish contact with the library so that they may provide information to students relative to the services of the library.	10	24	15	5	54

	I completed the following activities: Before Oct. 1, 1982	I completed the following activities: Since Oct. 1, 1982	I will complete the following by: Sept. 30, 1983	I cannot complete this activity. Indicate the reason. *	Total
7. Recognize(d) in some manner (letter, certificate, poster, etc.) each adult education student who becomes a client of the library.	1	13	30	10	54
8. Disseminate(d) to adult education teachers, the bibliography of adult education materials available through the local and State library.	3	14	31	6	54

9. Would you like to participate in a second phase of the project?

Yes 41 No 11 = 52 (No response - 2)

10. Would you like to become more deeply involved in the project next year, if it is continued?

Yes 32 No 18 = 50 (No response - 4)

11. Will (Have) initiate(d) other activities cooperatively with the public library not listed here. (Please describe briefly)

(See attached.)

Please return as soon as possible to : Suellen Marcotte
La. Department of Education
Room 702
P.O. Box 44064
Baton Rouge, LA 70804

* Reasons given why activities could not be completed:

- Strictly a part-time program.
- Classes closed.
- Library not willing to participate.
- Library facilities not available during class time.
- Lack of clerical and secretarial help in adult education program.
- Lack of clerical and secretarial help in library.
- Too much paperwork already.

11. Activities initiated as a result of the project not listed in items 1-10.

- Adult education classes toured library (5).
- Adult education class obtained films from the library.
- Book list of adult education materials made available to GED students.
- Library personnel invited to attend adult education classes.
- Library made available appropriate reading materials and audio-visual equipment to the adult education program.
- Library arranged a display of adult education materials available in the library.
- Visitation by librarian to adult education class (2).
- Practice manuals for the Armed Forces Qualifying Test made available to adult education students.
- Sent names of GED graduates to librarians.
- Library recognized GED graduates with a letter (2).
- Library arranged a display promoting adult education during International Literacy Week.
- Library created and distributed a book mark with information about the library and adult education classes.
- Librarian reviewed new library materials and services periodically for adult education classes.
- Library was willing to leave paperback books at adult education class site and allow students to check them out.
- Library donated two sets of encyclopedias to the adult education program, one set a current edition. A third set was donated to an adult education prison program in that parish.
- Bookmobile now serves daytime adult education classes.
- Adult education teacher requested materials from library for specific students.
- Librarian was asked to serve on local adult education advisory council.
- Adult education teachers instructed students in how to obtain a library card.
- Library prepared and displayed posters calling attention to adult learning services offered in the parish.
- Library staff was instructed in providing information to potential adult learners.
- Library prepared a flier for distribution with information to assist potential adult education students who wanted to make contact with the adult education program.
- Adult education supervisor conferred with the library about the possibility of holding an adult education class in library facilities.

COMMENTS

"The library staff has been most cooperative and inspiring as we pool our resources for the benefit of all citizens of the community."

"While exact records cannot be kept on new borrowers who obtained library cards, it is felt that part of the large increase in the number of applicants experienced by this library has been due to this project."

"We had hoped to establish a literacy class at the library utilizing one of our staff members as a tutor since she has been trained in the Laubach method. While that goal was not achieved during the project time frame, we still hope to follow through with the idea."

REPORTS FROM PILOT PARISHES

LIBRARY PROJECT REPORT - 1983-84
BEAUREGARD PARISH

The joint project of the Louisiana State Library and the Bureau of Adult and Community Education, "Libraries: A Discovery for Adult Learners," has been a most worthwhile endeavor. The Beauregard Parish Library and Beauregard Parish Adult Education Program have been working together for many years and have had a mutually rewarding relationship. Prior to this project, our cooperative efforts had been directed to support projects. For example, Adult Education classes were brought to the library for orientation tours and library-use training, film programs, and special displays/exhibits. Each agency promoted the other, distributed brochures/bookmarks, and displayed posters showing services available.

This background of cooperation provided a natural foundation on which to build and extend cooperative endeavors. Activities included the following: mailed a letter from the library to the graduates of the Adult Education Program; displayed International Literacy Week materials in the library; distributed a bibliography of high interest-low vocabulary materials available at the parish library; provided teachers and learners with the library's Mail-A-Book catalog; and conducted in-service workshops for staff at both the library and adult education to acquaint each with services, techniques, etc., respective to each program.

Adult education distributed a packet of library information to new enrollees and arranged opportunities for adults to visit the library with the security of their Center teachers and friends. Weekly schedules of library events were posted and called to the attention of

participants--these events are sometimes of interest to the adult in their parent roles. It is felt that this serves a double benefit, for more children will grow up using library services when their parents feel comfortable and knowledgeable in library procedures. Adult education teachers throughout the parish discussed the "Mail-A-Book" service with their rural classes.

As a result of this project, several new opportunities for cooperation were discovered. The formal organization of the project provided a structure for communication and identified needs that were not being met--one of which was finding those who could take advantage of the Adult Education services. Future plans are to distribute brochures in the pay envelopes of public employees and private industry employees; form a Citizen's Task Force composed of people who could help identify potential adult education students (such as ministers, Social Security, Family Services, Community Action Personnel); prepare a slide show on library and adult education services for civic clubs; explore the possibility of scheduling the library van at rural locations of the branch adult education classes; make the meeting room of the Merryville Branch available for adult education classes; and mail letters to enrollees of adult education.

One plan which was not carried out (because of a lack of funds from both sources) is a cooperative bookmark using the project logo. If the project is continued, perhaps these could be made in the Bureau and distributed throughout the participating parishes. The design should include information and phone number spaces for both services to be filled in at the local level; or if monies are available, participating parishes might receive funds for local printing and thereby

include class and library schedules.

The first stage of this joint venture established communication and cooperation between the Library and the Adult Education Center in order to work together for the same goal. Stage two consisted of structuring plans with time lines for the joint activities, and the third stage saw implementation of the activities. No problems were encountered, although budget cuts in both areas hampered some plans--i.e. the bookmarks, purchase of additional high interest-low vocabulary materials. Recommendations for any others who undertake a similar project would be (1) to establish a formal relationship with the approval and support of the Library and School Boards so that a system of communication and support is available, (2) to identify needs, services, and abilities of each agency to determine how they fit together to meet their mutual goals and objectives.

David E. Lee, Ed.D.
Superintendent

DeSoto Parish School Board
P.O. Box 631
Mansfield, Louisiana 71052
(318) 872-2836

RECEIVED
NOV 21 1983
ADULT & COMMUNITY EDUCATION

November 16, 1983

Mrs. Suellen Marcotte
Administrative Officer
Bureau of Adult and Community Education
State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

Dear Mrs. Marcotte:

We certainly appreciate having been selected as one of the parishes to pilot the project, "Libraries: A Discovery for Adult Learners", sponsored by the Bureau of Adult and Community Education and the State Library. The summary that follows cannot possibly adequately explain the many benefits derived but hopefully, will provide enough positive indication to warrant the continuance of the project.

In response to the Louisiana Department of Education's project, "Libraries: A Discovery for Adult Learners", the De Soto Parish Library has implemented a number of new programs and practices.

In the area of book selection, we have made a greater effort to appeal to the adult learner. We have purchased more self-help, or programmed instruction books, than we have in the past. These books are generally civil service test booklets but are also of assistance to the adult new learner in reentering the job market. The books offer basic refresher courses in the three "R's", as well as being available for help in fields like bookkeeping and keypunch operating.

We have also developed a program for the adult education student for library instruction. We have yet to apply it but are confident that it is a workable system. We have made available GED books to students who might not be able to afford their own. We have done some staff training to insure that staff members are aware of the characteristics of a new library patron or one who might not understand how a library works. The staff member is instructed to check for basic library skills and to assist the patron in learning the rudiments.

We have checked over some of the signage in the library making sure that it is highly visable and easily understood. We have done this in order to lessen the discomfort of a first time library user, as well as to make sure that a new learner who is unwilling to ask for help can find what he or she wants.

We have tried to make a greater effort at publicizing events in the library that might be of interest to the new learner and have done advertising in such a way as to reach them.

We have been investigating the possibility of beginning a Laubach Literacy Program but because of financial limitations are unable to proceed with the program at this time. One of our librarians is already a certified tutor and is of some assistance to persons just entering the library.

Because we have been in the midst of planning a new building, we have made very few commitments to long term programs. We have a good idea what we will do in the future, primarily, to offer a tutoring program as well as tutor training seminars. We plan to work much harder at encouraging the adult new learner but with our current lack of space, we can only plan for the future.

The local adult education supervisor and instructional staff members constantly encourage use of the local public library through several techniques. These techniques include scheduling a class meeting at the library in lieu of the regular class site, securing a list of titles of particular interest to adult education students and special requests for library staff personnel to visit class sites and acquaint adult education students with the services available through the library.

Some of the results of the above listed activities include a far deeper appreciation of the library facilities and services, more in-depth and a broader range of instruction by the adult education teacher, less duplication of effort through sharing the resources available through library requests, thus, saving funds for purchases not available through the library and greater support of the library through the "hands on" experience of adult education students' appreciation.

It is felt that the entire citizenry has benefited from the joint venture. The fourteen adult education classes representing the entire geographic area are all positive towards the parish library main branch, as well as the satellites. Certainly, the adult education program has and will continue to benefit because of the project, "Libraries: A Discovery for Adult Learners".

Sincerely,

Julieanne Hartman
Assistant Librarian

A. J. Williams, Jr., Supervisor
De Soto Parish Adult and
Community Education

AJWjr/pg

cc: Dr. David E. Lee, Superintendent

Lafayette Public Library
301 West Congress
Lafayette, Louisiana 70501
Telephone (318) 233-0587
P. O. Box 3427

November 2, 1983

RECEIVED
NOV 03 1983
ADULT & COMMUNITY
EDUCATION

Ms. Suellen Marcotte
Administrative Officer
Bureau of Adult and Community Education
P.O. Box 44064
Baton Rouge, La. 70804

Dear Ms. Marcotte:

The Lafayette Public Library participated in the project, "Libraries: A Discovery for Adult Learners" by sending letters of congratulations to eighty-four G.E.D. graduates in the parish. In addition, a sample resume with a bibliography of reference tools to aid in job searching was included. I have enclosed a copy of the letter and the sample resume. Approximately five people were referred to the Adult Education and VITA (Volunteer Instructors Teaching Reading) literacy programs in the time period designated for the project.

To serve this special interest group, the library has purchased high interest-low level Laubach books for new readers and for laymen who wish to instruct nonreaders. We have a great demand for instructional reading and math materials and are planning to develop a larger collection in this area.

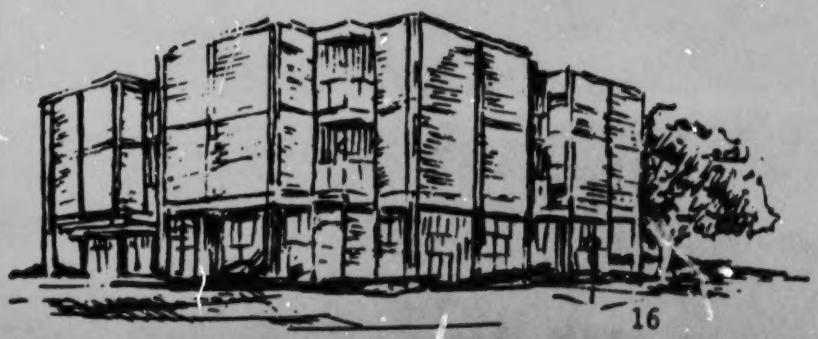
As a whole, Lafayette Parish has strong adult education and adult literacy programs. More exposure of the programs would be an asset.

Thank you for the opportunity to participate in the project. I hope the information will be useful.

Sincerely,

Elizabeth M. Blomquist

Elizabeth M. Blomquist
Assistant Adult Services Librarian



Lafayette Public Library
301 West Congress
Lafayette, Louisiana 70501

Telephone (318) 233-0587

P. O. Box 3827

Dear Graduate:

Congratulations on your recent graduation from the Adult Education program.

The staff of the Lafayette Public Library cordially invites you to visit the library soon. The library has a large collection of novels, information books, books of special interest, and a Louisiana and Genealogy collection. In addition, the library has cassette tapes, records, art prints, sculpture, and magazines available for circulation.

I encourage you to visit the library and apply for a library card. Enclosed is a sample resume that might be of some assistance to you at this time. The Lafayette Public Library is located at 301 West Congress in downtown Lafayette.

I look forward to seeing you soon at the library!

Sincerely yours,

Adult Services Department

LOUIS COVINGTON, LIBRARIAN

Bossier Parish Library

P. O. Box 399 • Benton, Louisiana 71006

965-2751

To: Mr. Clay Brock

July 22, 1983

The following activities were conducted by Bossier Parish Library in association with the La. Department of Education's adult learning/ library project. I hope this information is helpful. Please contact me if I can provide additional information.

a.) prepared for distribution at the library a flier with phone number and information to assist those patrons wishing to make contact with the Bossier adult education program.

b.) prepared a poster calling attention to adult learning service offered by Bossier Parish Schools.

c.) instructed staff in providing information to potential adult learners that expressed interest in the service.

We do not keep exact records on the number of new borrowers who obtained library cards, but the library has experienced a very large increase in the number of applicants, and our circulation has increased by over 20% in 1983 over 1982 and has increased by over 100% since 1978.

Bossier Parish School Board

P. O. BOX 218
BENTON, LOUISIANA 71006

J. MURRAY DURHAM
President

RUDOLPH SMITH
Superintendent

September 28, 1983

J. Murray Durham, President
1923 Cambridge Drive
Bossier City, LA 71112
District I

Ruth Sullivan, Vice--President
3202 Gay Boulevard
Bossier City, LA. 71112
District J

Susan Barrera
2405 North Waverly Drive
Bossier City, LA 71111
District E

Jake Cameron
925 Hamilton Road
Bossier City, LA. 71111
District G

Jack Clayton
Route 4, Box 289
Haughton, LA 71037
District B

Preston Crownover
1907 Carol Street
Bossier City, LA. 71112
District L

Barbara W. Grey
2804 Old Minden Road
Bossier City, LA 71112
District H

Eliot Knowles
4405 Scarlet Drive
Bossier City, LA 71111
District C

Randal H. Lurler
P. O. Drawer 5100
Bossier City, LA 71111
District A

Robert H. Moseley
1212 Pecan Lane
Bossier City, LA. 71112
District K

Harlan W. Norton
P. O Box 204
Plain Dealing, LA 71064
District D

Harold E. Roberts, Jr.
P.O. Box 666
Haughton, LA 71037
District F

Ms. Suellen Marcotte
State Department of Education
Room 702
P. O. Box 44064
Baton Rouge, LA 70804

Dear Ms. Marcotte:

Please excuse the delay in reporting, but hopefully the results will prove most gratifying.

The continued cooperation between the Bossier Parish Adult Education Program and the Bossier Parish Library is outstanding. Mr. Louis Covington, Parish Librarian, and his very capable staff have worked diligently in connection with this project to insure the desired success. A copy of Mr. Covington's letter is attached for your specific information. Likewise, the Adult Education teachers and administrators have worked very hard in promoting the use of the Bossier Parish Library's resources. As indicated in Mr. Covington's letter, applicants, circulation, and the number of issued library cards have increased greatly during the time of this project. Be assured that close contact will be continued between Adult Education and the Bossier Parish Library to insure continued success and efficient use of available local resources.

Sincerely,

Clay Brock, Director
Special Services

Enclosures (2)
CB/sm

An Equal Opportunity Educational Agency

SUMMARY

It is evident that the objectives of the project have been met and that the results of this project were most favorable. A definite increase in activity among and for each participating agency occurred. The local libraries are now aware of the services of adult education and have become referral centers for the program. Adult education students and instructional personnel, in turn, are cognizant of the resources available through the public library system. Additionally, it appears that many who would not have entered a library, are now more comfortable in its environs. The State Library system has enlarged its collection of adult education materials, including books of high interest, low level as well as GED preparatory information. Public librarians are also now aware of the characteristics of adult learners. Special project, "Libraries: A Discovery for Adult Learners," can be considered a success during its first phase, even though some activities could not be implemented as originally intended.

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

SPECIAL EXPERIMENTAL DEMONSTRATION PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

DE FORM 513-D

CONTRACTOR OR GRANTEE *(Name and address)*

Bureau of Adult and Community Education

DEPT. OF ED. CONTRACT OR GRANT NUMBER

ABE-1-83

FISCAL YEAR OF AWARD: 1983 | PHASE: 1

PERIOD OF CONTRACT OR GRANT: From 10-1-82 To 9-30-83

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO:
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

PART I – EXPENDITURES	AMOUNT BUDGETED (a)	ACTUAL EXPENDITURES (b)	BALANCE (Col a minus Col b) (c)
1. DIRECT COSTS - ALL SOURCES			
1. PERSONNEL SALARIES	$ 44,370.00		
A. PROJECT DIRECTOR		$ 15,978.00	
B. OTHER KEY PERSONNEL, IF ANY			
C. INSTRUCTIONAL STAFF AND COUNSELORS *(No. Full Time ; No. Part Time)*			
D. CONSULTANTS *(No.)*			
E. SECRETARIAL AND CLERICAL *(No.)*		3,201.00	
F. OTHER SUPPORTING STAFF *(No.)*			
G. SUBTOTAL FOR PERSONNEL SALARIES	$ 44,370.00	$ 19,179.00	$ 25,191.00
2. OTHER DIRECT OPERATING COSTS			
A. TRAVEL	$ 2,800.00	$ 493.00	$ 2,308.00
B. EQUIPMENT *(Rentals and purchases)*			
C. MINOR REMODELING OF SPACE			
D. OTHER EXPENSES (SUM OF (1) THROUGH (6))	2,630.00	726.00	1,904.00
(1) REQUIRED FEES, IF ANY		( )	
(2) EMPLOYMENT SERVICES AND BENEFITS		( )	
(3) COMMUNICATION COSTS		( )	
(4) SUPPLIES, PRINTING, AND PRINTED MATERIALS		(726.00)	
(5) RENTAL OF SPACE		( )	
(6) UTILITIES AND CUSTODIAL SERVICES *(If not included in any other item of this section and/or in indirect costs)*		( )	
E. SUBTOTAL - OTHER DIRECT OPERATING COSTS	$ 5,430.00	$ 1,219.00	$ 4,211.00
F. TOTAL DIRECT COSTS *(Sum of Lines 1G and 2 E)*	$ 49,800.00	$ 20,398.00	$ 29,402.00
B. COST SHARING			
1. CONTRIBUTIONS OF GRANTEE	$ -0-	$ -0-	$ -0-
2. CONTRIBUTIONS FROM OTHER SOURCES	-0-	-0-	-0-
3. TOTAL COST SHARING	$ -0-	$ -0-	$ -0-
C. TOTAL STATE DIRECT COSTS *(Line A3 minus Line B3)*	$ 49,300.00	$ 20,398.00	$ 29,402.00
D. INDIRECT COSTS *(Not to exceed 8 percent of Total State Direct Costs, Line C)*	-0-	-0-	-0-
E. TOTAL STATE FUNDS EXPENDED *(Line C plus Line D)*	$ 49,800.00	$ 20,398.00	$ 29,402.00

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT	$ 49,800.00
B. TOTAL STATE GRANT FUNDS EXPENDED *(Same as Part I, Line E, column b)*	20,398.00
C. TOTAL GRANT FUNDS RECEIVED FROM STATE	20,398.00
D. BALANCE DUE CONTRACTOR OR GRANTEE AGENCY (or refund due State Government)	$ -0-

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE

EXHIBIT D

BEST COPY AVAILABLE

APPENDIX

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
TELEPHONE NO: 1-800-272-9872

J. KELLY NIX
State Superintendent

P. O. Box 44064
Baton Rouge, La.
70804

December 1, 1982

Mr. Ben Brady
State Librarian
Department of Culture, Recreation & Tourism
P.O. Box 131
Baton Rouge, Louisiana 70821

Dear Mr. Brady,

I am pleased that we were able to schedule a meeting with you and Mr. Jacques. Mrs. Suellen Marcotte and I will meet you at your office on Monday, December 6 at 2:00 p.m. to discuss the library project. I would like to invite Ms. Gloria Spooner of your office to also attend the meeting, as she is familiar with the project.

I am enclosing three copies of the Department of Education proposal which thoroughly describes the need for cooperative efforts between libraries and the adult education program. This project has already been funded by the State Board of Elementary and Secondary Education. I hope that you will review this prior to our meeting so that you can give us your suggestions.

Thank you for the cooperation that you have shown thus far.

Sincerely,

Paula Jacob Kraft

Paula Jacob Kraft
Administrative Officer
Bureau of Adult & Community Education

PJK:bt

Enclosures

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
TELEPHONE NO: 1-800-272-9872

J. KELLY NIX
State Superintendent

P. O. Box 44064
Baton Rouge, La.
70804

December 10, 1982

Mr. Lyle Johnson
Acadia Parish Library
Post Office Drawer 1509
Crowley, Louisiana 70526

Dear Mr. Johnson:

This is in confirmation of our recent telephone conversation regarding the special project between the Bureau of Adult and Community Education and the State Library. As we discussed, Mrs. Suellen Marcotte of the Bureau would like to have five to ten minutes on the program, following your major speaker during the Friday, March 25 afternoon session of the Louisiana Library Association Convention.

The purpose of Mrs. Marcotte's presentation is to inform librarians of the progress of the special project between the Bureau and the State Library. She will highlight the accomplishments to date and make projections for the future of the project.

Any information relative to the scheduling of this presentation should be addressed to Mrs. Marcotte at Bureau of Adult and Community Education, Post Office Box 44064, Baton Rouge, Louisiana 70804. Her telephone number is (504) 342-3510. Thank you for your cooperation in this matter.

Sincerely,

Paula Jacob Kraft

Paula Jacob Kraft
Administrative Officer
Bureau of Adult and Community Education

GG:ca

RECEIVED
JAN 03 1983
ADULT & COMMUNITY
EDUCATION

Louisiana State Library

December 30, 1982

Mrs. Paula Jacob-Kraft
Administrative Officer
Bureau of Adult and
Community Education
626 North 4th Street
Baton Rouge, LA 70804

Dear Mrs. Jacob-Kraft:

Thank you for supplying the names of the parishes you feel have strong ABE programs. Tom Jaques, Anthony Benoit, Gloria Spooner and I met and discussed the parishes you listed in terms of the public librarians we feel would be strong candidates to undertake this special project. We have settled on Beauregard and DeSoto (rural) and Bossier and Lafayette (urban).

Tom added the Department of Cultural, Recreation & Tourism's name to the "Rough Draft Cooperative Agreement" and added a signature block for his name. He can be a party to interagency agreements which pertain to the State Library. Except for these minor additions, everything else appears to be fine. You may proceed with the final copy.

Please let us know if you wish to make contact with these libraries or will you? If for some reason any of these listed are not able to participate, we will be glad to suggest substitutes.

I am enclosing (for your information and files) Library Communique' for December which has the news release you sent. All public libraries should now know we are working with you on this project.

Sincerely,

Ben Brady
Associate State Librarian

BB:khs

ENCL.

LIBRARY DEVELOPMENT DIVISION
P. O. BOX 131 · BATON ROUGE, LOUISIANA 70821-0131 (760 RIVERSIDE NORTH 70802-6032)
Louisiana Department of Culture, Recreation and Tourism

LIBRARY COMMUNIQUÉ

LOUISIANA STATE LIBRARY – P. O. BOX 131 – BATON ROUGE, LOUISIANA 70821-0131

December 31, 1982

WHAT'S HAPPENING

A Reminder—Nominations for the Essae M. Culver Distinguished Service Award are due by January 15, 1983. Please send all nominations and endorsements to: Mrs. Harriet Callahan, Chairman, Essae M. Culver Award Committee, 9562 North Parkview Drive, Baton Rouge, LA 70815.

LaSalle collects local history—In an effort to preserve local history, LaSalle Parish Library is requesting copies of church and organization histories and old family Bible records. The library is offering to make a free copy for the patron in exchange for a copy for their files. A group of LaSalle citizens are compiling an index of all the names and dates on the gravestones in the Parish cemeteries. This information is being typed by the Library staff. Cross indexing of this information is planned at a later date.

Special project is initiated—The Bureau of Adult and Community Education is launching a special project entitled "Libraries: A Discovery for Adult Learners" in cooperation with the State Library. The purpose of the project is to establish a closer working relationship between the adult education program and the parish libraries.

The project has several objectives which are (1) to make librarians aware of the goals of the adult education program and the characteristics of the undereducated adult, (2) to make available, through libraries, educational reading material designed for use by undereducated adults, (3) to inform the general public of the resources available through libraries.

The Bureau of Adult and Community Education is a part of the Louisiana State Department of Education, J. Kelly Nix, State Superintendent.

More will be written about the special project in future issues of *Library Communiqué.*

Lucy B. Foote Award Nominations—Nominations are being accepted for the third annual Lucy B. Foote Award sponsored by the LLA Subject Specialists Section. The award honors outstanding Louisiana subject specialists and will be presented at the LLA Annual Conference March 24-26, 1983, in New Orleans.

The Lucy B. Foote Award honors the former head cataloger and Louisiana Room administrator at LSU. Foote was especially active in special collections development and bibliographic compilations of Louisiana publications.

Nominees must be 1) LLA members, 2) subject specialists and 3) outstanding long-term contributors to the library profession.

Additional information or nominations should be directed to: Peggy Harper, Chairman, Lucy B. Foote Award, 260 Maxine Drive, Baton Rouge, LA 70808.

Deadline for nominations is February 18, 1983.

WHAT'S AVAILABLE

Free to libraries—For 10 years, the Campbell Soup Company has been giving A/V, athletic, educational and library items to schools in exchange for labels from Campbell and Swanson products. The company claims that approximately $18 million worth of materials has been distributed and now has decided to extend the program to libraries. In order to participate libraries may write for a catalog containing some 600 premiums to Campbell Soup Company, Labels for Education Program, P.O. Box 9912, Maple Plain, MN 55348.

Resource Manuals available—The State Library has just received Resource Manuals for the U.S. State Department's Intensive English as a Second Language and Cultural Orientation Program. Developed through the Center for Applied Linguistics. This is a training course for adult refugees, 16 through 55 years old, to prepare them for coming to the United States. Refugees entering the U.S. are now accompanied by reports of their progress in the ESL/CO classes in the use of English and orientation to practical aspects of living in this country. Classes are taught in Thailand, Phillipines and Indonesia. The resource manuals are used by the teaching staffs and indicate what information is taught in the classes. State libraries in fifty states have been sent the resource manuals. They are now available from LSL on interlibrary loan, and can be photocopied as they are

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
TELEPHONE NO: 1-800-272-9872

J. KELLY NIX
State Superintendent

P. O. Box 44064
Baton Rouge, La.
70804

January 11, 1983

Ben Brady, Associate State Librarian
Louisiana State Library
Library Development Division
Post Office Box 131
Baton Rouge, LA 70821-0131

Dear Mr. Brady:

This is to acknowledge receipt of your letter dated December 30, 1982. I am happy that you have made a selection of four parishes as possible candidates to undertake this special project. I will be contacting the adult education supervisors in these parishes personally to solicit their participation in the project. I ask that you make the initial contact with the librarians in the designated parishes at your earliest convenience. I know that it is possible that we will have to make some changes, but I hope not.

I have begun the procedures for having the cooperative agreement signed. Your suggested changes to this agreement will be honored. The final signed copy should be coming to you within the next two weeks.

Thank you for the copies of "Library Communique". It is a very informative newsletter. I do not have an article to submit for the January newsletter, but we should have news for the February issue.

I truly appreciate the participation and cooperation that you have demonstrated in this project.

Sincerely,

Paula Jacob Kraft

Paula Jacob Kraft, Administrative Officer
Bureau of Adult and Community Education

PJK:ca

RECEIVED
FEB 10 1983
ADULT & COMMUNITY
EDUCATION

Louisiana State Library

February 8, 1983

Ms. Suellen Marcotte
Bureau of Adult and Community
Education
Department of Education
P.O. Box 44064
Baton Rouge, LA 70804

Dear Ms. Marcotte:

Enclosed is the signed copy of the cooperative agreement between the State Library (Department of Culture, Recreation and Tourism) and the Bureau of Adult and Community Education (State Department of Education). We have retained photocopies for our file.

In the last correspondence from Ms. Kraft there was a statement that she would be on maternity--we look forward to working with you.

Sincerely,

Ben Brady
Associate State Librarian

BB:khs

ENCL.

LIBRARY DEVELOPMENT DIVISION
P. O. BOX 131 · BATON ROUGE, LOUISIANA 70821-0131 (760 RIVERSIDE NORTH 70802-5232)
Louisiana Department of Culture, Recreation and Tourism

A
COOPERATIVE AGREEMENT
BETWEEN
LOUISIANA STATE DEPARTMENT OF EDUCATION
BUREAU OF ADULT AND COMMUNITY EDUCATION
AND
LOUISIANA DEPARTMENT OF CULTURAL, RECREATION, AND TOURISM
OFFICE OF THE STATE LIBRARY

This is an agreement concerning the cooperative efforts between the Bureau of Adult and Community Education herinafter referred to as the "Bureau" and the Office of the State Library, Department of Culture, Recreation, and Tourism, hereinafter referred to as the "State Library".

WHEREAS, the Bureau and the State Library desire to enter into an agreement to coordinate the expertise and resources of both, with the Bureau having particular knowledge and responsibility in relation to services for undereducated adults; and the State Library having particular responsibility in providing information services and resources to all people,

WHEREAS, both the Bureau and the State Library recognize the need for coordination of service activities between the two agencies in order for each agency to provide a more effective and comprehensive program of services for citizens within the State of Louisiana,

WHEREAS, the Bureau has initiated a special project entitled, "Libraries: A Discovery For Adult Learners" designed to develop a cooperative relationship between local adult education programs and the parish libraries; and

WHEREAS, both the Bureau and the State Library desire to clarify objectives for securing coordination of activities between the two agencies; therefore, the Bureau and the State Library agree to the following terms:

1. The Bureau will recommend that its local adult education supervisors initiate contact with the parish libraries to

   a. Learn about the services available to undereducated adults through the State Library,

   b. Learn of the material that the libraries have which is suitable for use by the undereducated adults,

   c. Develop mutual agreement for referrals between local adult education programs and the parish libraries.

2. The State Library will inform the parish libraries of the services of adult education programs and request that the librarians refer undereducated adults to the adult education program when appropriate.

3. The Bureau and the State Library will agree to disseminate information about the other agency's programs to their respective parish constituents so that the public will have access to this information.

4. When appropriate, the Bureau and the State Library will invite the other agency to participate in meetings, conferences, conventions, etc. by serving as consultants, speakers, and/or setting up exhibits.

5. When requested by the State Library, the Bureau will submit articles to the editor of the "LAPCAE LEADER" a quarterly newsletter, of the Louisiana Association For Public Community and Adult Education as a means of publicizing library programs.

6. When requested by the Bureau, the State Library will publish articles in its monthly newsletter "Library Communique" as a means of publicizing the Bureau's programs relative to libraries and the programs of the special project.

7. The Bureau and the State Library will cooperate in developing a mass media campaign designed to inform the general public of the services available through the adult education program and libraries.

8. The Bureau and the State Library will exchange information, publications and data of a non-confidential nature that could be mutually helpful in planning program operation and evaluation of the special project.

9. From time to time, this Agreement shall be reviewed to determine its effectiveness and to evaluate its relevance to the current concerns and programs of each agency; and it is expressly understood that this Agreement can be modified or amended by mutual action however deemed necessary.

10. It is expressly understood and agreed that this Agreement can be terminated by either party by written notice to the other specifying the effective date of termination.

SIGNED:

J. Kelly Nix — 1-20-83

J. KELLY NIX
State Superintendent
Louisiana State Department of Education

Date

Mrs. Lawrence H. Fox — 1-28-83

MRS. LAWRENCE H. FOX
Secretary
Louisiana State Department of Culture,
Recreation, and Tourism

Date

Thomas F. Jaques — 1/28/83

MR. THOMAS F. JAQUES
Assistant Secretary
Office of the State Library

Date

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
TELEPHONE NO: 1-800-272-9872

J. KELLY NIX
State Superintendent

P. O. Box 44064
Baton Rouge, La.
70804

February 9, 1983

Dr. Gary Brewer, Assistant Superintendent
Adult Education
Beauregard Parish School Board
Post Office Drawer 152
DeRidder, LA 70634

Dear Gary:

The Bureau of Adult and Community Education, in cooperation with the Office of the State Library, is launching a special project entitled, "Libraries: A Discovery for Adults." The purpose of the project is to establish a closer working relationship between local adult education programs and the parish libraries. It was agreed that the project will be piloted in four parishes in the state where there are strong adult education programs. Beauregard parish was selected as a possible site for launching the project because of your impressive adult education record.

For your information, the project has three objectives:

(1) to make librarians aware of the goals of the adult education program and the characteristics of the undereducated adult;

(2) to make available, through libraries, educational reading material designed for use by undereducated adults; and

(3) to inform the general public of the resources available through libraries.

Your involvement in this project would relate primarily to discovering new ways that adult education and the libraries could work cooperatively to better meet the needs of undereducated adults. A member of the Bureau staff will be available to assist you in establishing contact with the library and in developing creative ideas for cooperation. I have enclosed a copy of the project proposal which may help to answer some of your questions.

I ask that you consider participating in this worthwhile project. We will be calling you shortly to discuss the project and to hear your reactions. Thank you for your continued cooperation and support.

Sincerely,

Glenn Gossett, Director
Bureau of Adult and Community Education

GG:ca

Enclosure

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
TELEPHONE NO: 1-800-272-9872

J. KELLY NIX
State Superintendent

P. O. Box 44064
Baton Rouge, La.
70804

March 2, 1983

Mr. Robert Arceneaux, Supervisor
Adult Education
Lafayette Parish Vocational-Technical
and Adult Educational Center
18th Street
Lafayette, LA 70501

Dear Mr. Arceneaux:

Attached is a copy of a letter and a list of suggested activities relative to the special project "Libraries: A Discovery for Adult Learners" which was sent to your parish librarian.

I ask for your continued assistance in the development of this project. If I can be of assistance, please call me at 504-342-3510. Thank you for your cooperation.

Sincerely,

Suellen Marcotte
Administrative Officer
Bureau of Adult and Community Education

SAM:td

Attachments

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
TELEPHONE NO: 1-800-272-9872

J. KELLY NIX
State Superintendent

P. O. Box 44064
Baton Rouge, La.
70804

March 8, 1983

TO: Supervisors of Adult Education

FROM: Suellen Marcotte, Administrative Officer
Bureau of Adult and Community Education

SUBJECT: "Libraries: A Discovery for Adult Learners"

Recently the Bureau of Adult and Community Education initiated a special project in cooperation with the Louisiana State Library entitled "Libraries: A Discovery for Adult Learners." The purpose of the project is to develop mutual awareness of the services that can be provided and shared by adult education programs and the public libraries. Therefore, I encourage you to:

1) Contact your parish librarian to discuss the services available by the public library to adult education classes. Materials, films, facilities for classes, tours, resource people, etc., may be available to your program.

2) Establish a reciprocal referral system with the librarians in your parish. A list of names and addresses of local librarians is included.

3) Have your name placed on the mailing list of your parish library so that you may receive announcements of activities held in the libraries. This information should be passed along to adult education teachers.

4) Leave with the libraries, posters, brochures, flyers, etc., which provide a schedule of classes in your system.

5) Encourage teachers to take students on a tour of the local library.

6) Encourage teachers to establish contact with the library so that they may provide information to students relative to the services of the library.

7) Recognize in some manner (letter, certificate, poster, etc.) each adult education student who becomes a client of the library.

Included in this packet is a list of materials suitable for adult learners which can be obtained at your local public library through the State Library. As additional materials are purchased and added to the collection, a supplemental bibliography will be published and sent to you. Please duplicate this list for dissemination to your teachers.

Four parishes, DeSoto, Lafayette, Beauregard, and Bossier will pilot additional activities related to the project, but it is hoped that every local public library will become involved in the awareness phase as described in the points above. The project began October 1, 1982 and will continue until September 30, 1983.

You will continue to receive information and materials and hear about the project. Please lend your support to it and call upon the Bureau if you have any further questions. Additionally, a phone call or written news of activities carried out in your area relative to the project would be greatly appreciated.

Thank you for your cooperation.

SAM:td

Attachments

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
TELEPHONE NO: 1-800-272-9872

J. KELLY NIX
State Superintendent

P. O. Box 44064
Baton Rouge, La.
70804

March 10, 1983

Mrs. Sonya Branch
Lafayette Public Library
P.O. Box 3427
301 West Congress Street
Lafayette, LA 70502

Dear Mrs. Branch:

Thank you for your assistance in implementing the joint project of the Bureau of Adult and Community Education and the State Library, "Libraries: A Discovery for Adult Learners." All local adult education programs and public libraries will be asked to participate minimally.

As you know your parish was one of four (Beauregard, Lafayette, DeSoto, and Bossier) to be selected to initiate additional activities relative to the project. Attached are some suggested activities. You may implement as many of these as you wish. Any others that you feel would enhance the success of the project are encouraged. The adult education supervisor will be sent a copy of the same list and will work cooperatively in developing the chosen activities.

During the course of the project, you as one of the pilot parishes, will receive information in addition to that received statewide.

I know that it might be difficult but if it is possible, it would be helpful in our evaluation of the project to know the number of clients referred to adult education classes. In addition, a brief written report of the activities that were initiated during the project and the results of your efforts will be requested at the termination of the project, September 30, 1983. Any news-clippings and/or photographs produced during the project will also be appreciated.

I would like to meet briefly with you and the librarians from the other pilot parishes in New Orleans on Friday, March 25 following the afternoon session to further discuss the project.

Thank you so very much for your cooperation. I look forward to working with you.

Sincerely,

Suellen Marcotte
Administrative Officer
Bureau of Adult and Community Education

SAM:td

Attachments

cc: Mr. Robert Arceneaux,
Supervisor

SUGGESTED ACTIVITIES

1. Sponsor jointly with the adult education program an adult education/libraries week or month to publicize the fact that adult education materials and high interest, low-level books are available in the public library.

2. Take photographs, develop displays, posters, etc. relative to the project.

3. Co-host an open house at the library with adult education students and staff.

4. Take adult education classes on tours of the library and offer instruction in the use of the library.

5. Offer acadmeic instructional services if possible to adult learners in the library.

6. Make available to library clients information on adult education classes.

7. Submit news releases to local newspapers concerning the project.

8. Offer publicity services to the adult education program if possible.

9. Offer facilities to be used as an adult education class site, if possible.

10. Send a letter of congratulations from the library to each GED graduate in the parish.

Louisiana State Library

TO: Principals, State Correctional Institutions

FROM: Ben Brady, Associate State Librarian

DATE: March 18, 1982

SUBJ: "Libraries: A Discovery for Adult Learners"

We at the Louisiana State Library have joined together with the Bureau of Adult and Community Education on a cooperative project entitled "Libraries: A Discovery for Adult Learners." The purpose of the project is to develop a mutual awareness of the services that can be provided and shared by adult education programs and libraries.

We are forwarding to your institution library five copies of a list of materials suitable for adult learners. The materials can be obtained from your library through interlibrary loan from the State Library. We feel your teachers will find these titles very useful in their work with adult learners. As additional materials are purchased for our collection, a supplemental bibliography will be forwarded to the institution library.

If you have any questions regarding this project or this list of materials, please call Gloria Spooner, Institutional Library Consultant, at 342-4934. She will be glad to answer them for you.

We would be pleased to hear from you and your teachers regarding the applicability of these titles to your program.

khs

LIBRARY DEVELOPMENT DIVISION
P. O. BOX 131 · BATON ROUGE, LOUISIANA 70821-0131 (760 RIVERSIDE NORTH 70802-5232)
Louisiana Department of Culture, Recreation and Tourism

Louisiana State Library

TO: Institution Librarians

FROM: Ben Brady, Associate State Librarian

DATE: March 18, 1983

SUBJ: "Libraries: A Discovery for Adult Learners"

The Louisiana State Library and the Bureau of Adult and Community Education have joined in a cooperative project entitled "Libraries: A Discovery for Adult Learners." The purpose of the project is to develop a mutual awareness of the services that can be provided and shared by libraries and adult education programs. We feel there are some ways you may be able to help with this effort. We encourage you to:

1. Contact the adult education teachers in your institution to discuss the services and materials (such as books, films, magazines) which you have available.

2. Encourage teachers to bring students for a tour of the library and for instructions in its use.

3. Recognize in some manner (letter, certificate, poster, etc.) each adult education student who becomes a library user.

Enclosed in this envelope are lists of materials suitable for adult learners which can be borrowed on interlibrary loan from our collection. As additional materials are purchased and added to the collection, a supplemental bibliography will be sent to you. Please share these lists with the teachers in your institution. If additional copies are needed, please feel free to duplicate.

We sincerely hope you and the teachers in your institution will find these useful. A phone call to Gloria Spooner or inclusion of activities on the monthly report relative to this project would be greatly appreciated.

Thank you for your cooperation.

khs

LIBRARY DEVELOPMENT DIVISION
P. O. BOX 131 · BATON ROUGE, LOUISIANA 70821-0131 (760 RIVERSIDE NORTH 70802-5232)
Louisiana Department of Culture, Recreation and Tourism

Louisiana State Library

TO: Literacy Program Directors

FROM: Ben Brady, Associate State Librarian

DATE: March 18, 1983

SUBJ: "Libraries: A Discovery for Adult Learners"

We are pleased to announce that a joint project has been undertaken by the Louisiana Department of Education's Bureau of Adult and Community Education and the Louisiana State Library. It is entitled: "Libraries: A Discovery for Adult Learners." The purpose of the project is to develop a mutual awareness of the services that can be provided and shared by libraries and adult education programs. We encourage you to:

1) Contact your parish librarian to discuss the services available by the public library to adult education classes. Materials, films, facilities for classes, tours, resource people, etc., may be available to your program.

2) Establish a reciprocal referral system with the librarians in your parish.

3) Have your name placed on the mailing list of your parish library so that you may receive announcements of activities held in the libraries. This information should be passed along to adult education teachers.

4) Leave with the libraries, posters, brochures, flyers, etc., which provide a schedule of classes in your system.

5) Encourage teachers to take students on a tour of the local library.

6) Encourage teachers to establish contact with the library so that they may provide information to students relative to the services of the library.

7) Recognize in some manner (letter, certificate, poster, etc.) each adult education student who becomes a client of the library.

Enclosed are lists of materials suitable for adult learners which can be obtained at your local public library through the State Library. As additional materials are purchased and added to the collection, supplemental

LIBRARY DEVELOPMENT DIVISION
P. O. BOX 131 · BATON ROUGE, LOUISIANA 70821-0131 (760 RIVERSIDE NORTH 70802-5232)
Louisiana Department of Culture, Recreation and Tourism

bibliographies will be forwarded to you. If additional copies are needed please feel free to duplicate.

If you have any questions regarding this project or this list of materials, please call Gloria Spooner at (504) 342-4934. She will assist you.

khs

ENCL.

Louisiana State Library

TO: Mrs. Gail Hargrove
Mr. Charles J. Corona

FROM: Ben Brady, Associate State Librarian

DATE: March 18, 1983

SUBJ: "Libraries: A Discovery for Adult Learners"

The enclosed letters were sent to the librarians and principals within state correctional institutions to alert them to the cooperative project we at the State Library are working on with the Louisiana Department of Education's Bureau of Adult and Community Education. We believe this project has the potential for making both libraries and adult education more aware of one another and how each program can complement the other.

One copy of the bibliography and the first supplement is enclosed for your information.

If there is some way you can help promote this project within the correctional institutions we would be most appreciative.

Please give Gloria Spooner a call at 342-4934 if you wish further information about this project or this bibliography.

khs

ENCLOSURE

LIBRARY DEVELOPMENT DIVISION
P. O. BOX 131 · BATON ROUGE, LOUISIANA 70821-0131 (760 RIVERSIDE NORTH 70802-5232)
Louisiana Department of Culture, Recreation and Tourism

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
TELEPHONE NO: 1-800-272-9872

J. KELLY NIX
State Superintendent

P. O. Box 44064
Baton Rouge, La.
70804

April 26, 1983

TO: Superivsors of Adult and Community Education

FROM: Suellen Marcotte, Administrative Officer
Bureau of Adult and Community Education

SUBJECT: Special Project "Libraries: A Discovery for Adult Learners"

In recent correspondence, you were asked to contact your parish librarian to implement several activities relative to the special project "Libraries: A Discovery for Adult Learners." If you have not done so, please make the attempt soon. I don't think that you will find that any of the suggested activities require much time.

Enclosed is a copy of the logo to be used in connection with the project, a cooperative effort of the Bureau and the State Library. Please duplicate this logo and use it to publicize the project. Librarians throughout the state will also receive copies.

Thank you for your assistance.

SAM:td

Enclosures

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
TELEPHONE NO: 1-800-272-9872

J. KELLY NIX
State Superintendent

P. O. Box 44064
Baton Rouge, La.
70804

June 9, 1983

TO: Adult Education Supervisors

FROM: Suellen Marcotte, Administrative Officer SAM
Bureau of Adult and Community Education

SUBJECT: "Libraries: A Discovery for Adult Learners"

The primary purpose of the project "Libraries: A Discovery for Adult Learners" is to develop a cooperative relationship between public libraries and adult education programs which emphasizes the services of each agency. The project was implemented October 1, 1982. Since that time, you have received correspondence suggesting that various activities be initiated by the local adult education supervisor and parish or city librarian. On the attached chart please indicate which of the given activities have been addressed according to the listed time frame.

The project will end September 30, 1983. If you and the librarian have not contacted each other relative to this project, please do so as soon as possible. Correspondence dated March 8, 1983 included a list of suggested activities to be carried out.

It is planned that the libraries will provide publicity in their facilities in late August and early September concerning adult education. Likewise, it is hoped that adult education programs opening at that time will publicize the services of the public libraries. It will be to your advantage, therefore, to discuss the project with the local librarian soon, if you have not done so. Thank you so very much for your cooperation.

SAM:td

Attachments

LIBRARIES: A DISCOVERY FOR ADULT LEARNERS

Parish_____ Supervisor_____

	I completed the following activities: Before Oct. 1, 1982	I completed the following activities: Since Oct. 1, 1982	I will complete the following by:	I cannot complete this activity. Indicate the reason.
1. Contact(ed) the city/parish librarian to discuss the services available by the library to adult education classes and vice versa.				
2. Establish(ed) a reciprocal referral system with the libraries in my parish.				
3. Place(d) my name and those of adult education teachers on the mailing list of the parish library so that we may receive announcements of library activities.				
4. Left (Will leave) at public libraries posters, brochures, flyers, etc. which provide a schedule of adult education classes in my system.				
5. Encourage(d) adult education teachers to take students on a tour of the library.				
6. Encourage(d) teachers to establish contact with the library so that they may provide information to students relative to the services of the library.				

	I completed the following activities: Before Oct. 1, 1982	I completed the following activities: Since Oct. 1, 1982	I will complete the following by:	I cannot complete this activity. Indicate the reason.
7. Recognize(d) in some marner (letter, certificate, poster, etc.) each adult education student who becomes a client of the library.				
8. Disseminate(d) to adult education teachers, the bibliography of adult education materials available through the local and State library.				

9. Would you like to participate in a second phase of the project?

Yes _____ No _____

10. Would you like to become more deeply involved in the project next year, if it is continued?

Yes _____ No _____

11. Will (Have) initiate(d) other activities cooperatively with the public library not listed here. (Please describe briefly)

Please return as soon as possible to :

Suellen Marcotte
La. Department of Education
Room 702
P.O. Box 44064
Baton Rouge, LA 70804

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
TELEPHONE NO: 1-800-272-9872

J. KELLY NIX
State Superintendent

P. O. Box 44064
Baton Rouge, La.
70804

August 9, 1983

TO: Adult Education Supervisors

FROM: Suellen Marcotte, Administrative Officer
Bureau of Adult and Community Education

SUBJECT: Special Project, "Libraries: A Discovery for Adult Learners"

Many of you have shown a sincere interest in cooperating with your local librarian in implementing activities of benefit to adult education and the public libraries. One of the activities suggested to you earlier in the project is similar to that in the attached article which appeared in a library association magazine last May. Ben Brady, Associate State Librarian, has ordered the outline cited in the press release. It will be available through the State Library or by contacting me here at the Bureau.

Also attached for your information is a copy of a letter sent by Mrs. Lily Stewart, Beauregard Parish Librarian, to all GED graduates in the parish. This congratulatory gesture was one of several activities initiated in cooperation with the project.

Not only has Beauregard's library system served as an adult education referral center, but adult education students in Beauregard are more familiar with the services of the public library. The inter-agency activities being conducted in Beauregard are an excellent example of the cooperative spirit exhibited through the project, with the results benefitting each agency.

In the near future, you will receive copies of a poster created especially for the project. The design promotes adult education and the State Library System and should be displayed in adult education centers and/or classrooms. Parish librarians will also receive copies of the poster.

Thank you for your cooperation.

SAM:td

Attachments

Source: The CRAB (Maryland Rehr. Assn) May, 1983

y farm in central Michigan; ...ese all a lost generation. (But i... burger has a silver lining; if ...d written that story, at least ...uldn't have to deal with all ...elly imitations of the in... Hemingway style.)

...what if Fitzgerald has ... with the title "A Diamond ... As the Economy Inn?" ... story about a cracker who ...n a driving vacation, do you ...?

...urse, there are a few in...es in which a title gets changed ...e better. What if O'Neill had ... title *Long Day's Journey ...coholic Stupor* which ap...tly inspired his greatest play? ...hat you will, titles are im... I'm grateful every day that ...'t have to look up my words in *Slippery Rock English Dic...* or listen to Mary Martin in ...inal cast recording of *South ...dena*. And if, when I looked in ...il box every other month, I ... copy of the *Crustacean* . . . ...e just wouldn't be the same.

—R.K. Tibbits

"best of show categories and w... awards in four c...

Howard County students took eight awards, followed by Montgomery County with seven and Anne Arundel and Baltimore counties with three each. Other winning entries came from Prince George's and Washington counties.

"This is an outstanding accomplishment by our students," commented Paula Montgomery, chief of School Library Media Services in the State Department of Education, in announcing the awards. "It demonstrates the creativity of the students and the skill of local library media staff and teachers in fostering that creativity," she said.

The Maryland media productions were entered in the national competition, held on January 22 in New Orleans, after winning awards in the state film festival in May 1982. The 1983 state festival will be held on May 19-20 at the University of Maryland-Baltimore County.

G.A. Crenson
Md. State Dept. of Educ.

Increasing Your LQ* (Library Quotient)

...at title was found in the St. ... County Adult Education ... brochure. For the first time, St. Mary's County Public ...ary offered a class on how to use ... ary though the Adult Educa... rogram. An average of ten ...ple attended the 3-week sessions ...ive instruction on library pro...s, inter-library loan, audio...als, special services, reference ...ks, the card catalog and term... research.

...ious library staff divided the ...ics according to their interests ... gave 15-20 minute presenta... within each general topic. ...gistration for the class was taken ...h the general Adult Education ...ration time period. A fee of ... was charged to cover the cost of materials.

Most of the participants wanted to know "how to find answers." To respond to this need, time was given in presenting basic reference tools and then developing a pathfinder on a topic of interest.

By the time the last class ended, the public library was the big winner. Each participant left the class with a great deal of enthusiasm, some knowledge and a pocketful of recommendations to their friends to take the class when it is repeated.

If anyone is interested in the outline used and the materials presented please contact Ms. Janice Hummel, Southern Maryland Regional Library Association.

—Janice Hummel
SMRLA

Charles & Garrett Sts.
Box 1069
La Plata, Maryland
20646

PEOPLE NOTES

...atherine Branch has been appointed Senior Reference Librarian at ... Welch Medical Library, Johns Hopkins University.

...nnis Guion has been appointed a reference librarian at the University of Maryland Law Library.

Susan Martin, director of the Milton K. Eisenhower Library, Johns ... Hopkins University, has been elected vice-president/president-elect for 1983 of the Universal Serials and Book Exchange, Washington D.C.

Madeline Evers, past editor of *The Crab* has died.

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ADULT & COMMUNITY EDUCATION

Louisiana State Library

FOR YOUR INFORMATION

July 12, 1983

Ms. Janice Hummel
Southern Maryland
Regional Library Association
Charles & Garrett Sts.
Box 1069
La Plata, Maryland, 20646

Dear Ms. Hummel:

Please send materials for Increasing Your LQ*(Library Quotient). If there is any charge, please notify us before mailing. We have enclosed a self-addressed stamped envelope for your convenience.

Thank you for your attention to this request.

Sincerely,

Ben Brady
Associate State Librarian

BB:khs

ENCL.

LIBRARY DEVELOPMENT DIVISION
P. O. BOX 131 · BATON ROUGE, LOUISIANA 70821-0131 (760 RIVERSIDE NORTH 70802-5232)
Louisiana Department of Culture, Recreation and Tourism

Louisiana Department of Culture, Recreation and Tourism

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ADULT EDUCATION

May 27, 1983

Dear

We at the Beauregard Parish Library would like to congratulate you on receiving your diploma from the Beauregard Parish Adult Education Program. This is certainly an accomplishment to be proud of, and we commend you for it.

We look forward to seeing you in the Parish Library. Please do not hesitate to let us know when we can be of service to you.

Again, congratulations on your achievement.

Sincerely,

Lilly F. Stewart
Librarian

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CHARACTERISTICS OF THE UNDEREDUCATED ADULT

1. Lack of self-confidence: They often feel inadequate, unable to learn and compete because many have rarely experienced success in school, work or social life.

2. Fear of school: This is usually because of a student's unpleasant past experience with school.

3. Living in conditions of economic poverty: There is a high correlation between the level of education and the level of income--the less educated having the lower income. Teachers of adult basic education classes must remember that their adult students may be living in extremely crowded conditions--with neither space nor quiet for outside reading. Poor nutrition, which goes hand in hand with poverty, may also be the cause of some students' apathy, short attention span, sleepiness in class. Poverty also means that students in these classes may have other physical handicaps that impair learning: poor vision or hearing which they cannot afford to correct.

4. Probably below average in scholastic aptitude: While many undereducated adults are of average ability, and some of superior ability, more seem to be below average for academic learning.

5. Culturally deprived: The less educated participate least in educational and cultural pursuits. Many are unaware of the existence of nearby libraries, museums, etc.

6. Values, attitudes, and goals differ from upper and middle-class norms: An individual's cultural environment influences greatly his social values, attitudes, and goals. Undereducated adults, more likely than not, have a value system widely different from that of adults of middle and upper classes. They frequently show indifference or even hostility toward social institutions as, for example, education. Their goals for their children rarely include college, but nearly always include getting a job.

7. Weak motivation: Motivation of undereducated adults is low because of their history of failure to achieve the recognized values of success, efficiency, equality, etc. They are easily discouraged, and frequently exhibit an attitude of an almost complete resignation because of these repeated failures.

8. Unusually sensitive to non-verbal forms of communication: With limited vocabulary and limited skill in articulation, most undereducated adults are forced to do much of their communication on the non-verbal level. They are sensitive to non-verbal clues, and tend to judge more by action than words.

9. Feeling of helplessness: When a student doubts his ability to learn, his thinking process is blocked. Feelings of anxiety and helplessness result. Some signs of helpless feelings in students are: hostility toward subject matter; bewilderment, lack of participation and attention; procrastination.

10. Varying levels of intelligence: the great majority of undereducated adults are far from stupid. On the contrary, because of their inability to read and write in a society made up of people who live by these skills, they have been forced to live by their wits. No two people learn at the same rate. The teacher who recognizes these differences and plans his teaching accordingly will help each student to approach maximum learning within his own capabilities.

11. "Live for today" philosophy: Many adults from lower socio-economic backgrounds have little concept of long-range planning in their lives.

12. Hostility toward authority: Because of unhappy associations with representatives of authority (policemen, teachers, boss), any authority figure is likely to arouse hostility.

13. Reticence: Many undereducated adults have difficulty expressing their feelings, discussing their needs, and standing up for their rights. Silence may mean that they are shy.

14. Use of defense mechanisms: The higher the degree of illiteracy in an adult, the more likely he is to attempt to hide his undereducation from his friends and teacher by use of the following defense mechanism: (1) carrying a book or newspaper, (2) carrying pencils in a conspicuous place, (3) not having eye-glasses when asked to read, and (4) having an injured hand when asked for a written response.

15. Need for status: Use of first names, nicknames, and words such as "boy" tends to arouse antagonism and resentment.

16. Tendency to lose interest: Undereducated adults, just like average students, will leave a classroom situation which does not fulfill their needs. When signs of apathy appear, it's time for the teacher to muster all his teaching skills and understanding.

It should be noted that one would, at first glance, seem to be confronted with an almost insurmountable mass of negative factors in describing the general characteristics of the undereducated adult. However, the positive characteristics of the adult learner are extremely complimentary to the learning process and some of his negative characteristics may also be turned into positive elements. Some positive characteristics of the adult learner may

be listed as follows:

1. Eagerness to learn
2. Attends school regularly and voluntarily
3. Asks pertinent questions
4. Works diligently
5. Politeness
6. Shows respect for teacher and other members of the class and is highly responsive to personal attention
7. Willingness to help others
8. Uses school time wisely
9. Always has necessary tools for school work
10. Wants social contact
11. Enjoys having talents and information used in teaching experience
12. Is often highly religious
13. Usually has a keen insight into human associations (It has become necessary for him to develop this in order to survive at all.)
14. Is highly responsive to immediate reward for efforts expended
15. Often has high ambitions for his children.

In like manner all the human characteristics, be they good or bad, can be capitalized upon to develop instructional techniques that have meaning and purpose to the adult learner.

Louisiana Department of Culture, Recreation and Tourism

Adult and Community Education
Louisiana Department of Education
"Libraries: A Discovery for Adult Learners"
Louisiana State Library

P.O. Box 131
Baton Rouge, Louisiana 70821

HIGH INTEREST-LOW READING LEVEL BOOK COLLECTION

GENERAL WORKS - LIBRARY LITERATURE - JOURNALISM

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